

PI - Deceased Provider File Comparison

Purpose:

Checks IDPH State Death File against CMS DEX and MMIS for providers with death dates, but active in MMIS.

Identification of Roles:

RACI Definitions	
RACI - RACI charts are a type of responsibility assignment matrices in project management. These simple spreadsheets or tables highlight the different states of responsibility a stakeholder has over a particular task or deliverable and denotes it with the letters R, A, C, or I.	
(R)	Responsible
(A)	Accountable
(C)	Consulted
(I)	Informed

Iowa Medicaid PI Data Analyst – Access and retrieve “Download Bulk Search Template” or request assistance from Analytics Manager or Analyst with access. Identify and report on deceased providers in MMIS. **(R)**

Iowa Medicaid PI Data Analytics Manager – Retrieve “Download Bulk Search Template” from DEX if Analyst does not have access. **(R)**, Notified if there is an issue with the query. **(C)**, Notified and provided results of the comparison report. **(I)**

Iowa Medicaid Provider Services – Notified and provided results of the comparison report. **(I)**

Iowa Medicaid PI Reporting & Oversight Officer – Notified and provided results of the comparison report. **(I)**

Iowa Medicaid PI Financial Analyst – Notified and provided results of the comparison report. **(I)**

Iowa Medicaid PI Exclusions & Sanctions – Notified and provided results of the comparison report. **(I)**

Iowa Medicaid PI Director – Notified and provided results of the comparison report. **(I)**

Iowa Medicaid PI Audits & Investigations– Notified and provided results of the comparison report. **(I)**

Iowa Medicaid PI Account Manager – Notified and provided results of the comparison report. **(I)**

Iowa Medicaid Compliance and Program Integrity Contract Manager – Notified and provided results of the comparison report. **(I)**

[Iowa Medicaid Provider Services Contract Manager](#)– Notified and provided results of the comparison report. **(I)**

Path of Business Procedure:

Below are the steps used to complete this task:

- 1) Log into DEX and go to “Bulk Search”, then “Download Bulk Search Template” and save to the [\\dhsime\PI\DATA TEAM\DOD_Provider\DEX_n_IDPH_Match\YYYY\YYYYMM](#). Save as 0_bulk-search-template. All files for monthly process stored here.
- 2) Connect to the remote desktop 165.206.163.93. Import the monthly State Death File from [Exchangelka\IDPH\DOD\DHSFileYYMMDD](#) (this file may have already been uploaded to the DHW during one of the other monthly reports that have been run for the month).
- 3) Run SQL script [DeceasedProviders_DEXinput_Step1](#)
Paste the NPI and SSN from the results into the Bulk Search Template, remove “NULL” values (at the end of the results) and save as a .csv file. Save as [I_ToDEX_Input_YYYYMM](#).
- 4) In DEX, go back to “Bulk Search”, then “Drag & Drop”. Import the .csv file (step 3). Then click “Search”. You will receive an email notification that the bulk search results are ready for download.
- 5) Download the results from DEX. Save as [2_ToDEX_Input_YYYYMM-bulk-search-results-MM-DD-YYYY_ResultsBeforeSavingInCSV.xlsx](#). Delete a copy of source data file in download folder and empty the recycling bin as it contains PHI.
 - a. Tab 1: Full original DEX results (from the bulk search)

- b. Tab 2: DEX results filtered to only “Search result found in DMF” & “Search result found in DEX” (H: Result Type) and a DOD populated (AP: DOD in DMF)
 - c. Tab 3: Formatted to import into the DWH (template [2_ToDEX_Input_YYYYMM-bulk-search-results-MM-DD-YYYY_ResultsBeforeSavingInCSV_template](#))
- Save the results from Tab #3 only as a .csv file (naming convention: [3_DEX_MatchResults_ToDWH_Input_YYYYMM](#)). File will be imported into the DWH.
- 6) Import [3_DEX_MatchResults_ToDWH_Input_YYYYMM](#) to the DWH. Run SQL code [DeceasedProviders_DEXtoMMIS_Match_Step2](#) to match the DEX results to provider enrollment information in MMIS.
 - a. Save the results as a .txt file and import into Excel.
- 7) Run SQL code [DeceasedProviders_IDPHtoMMIS_Match_Step3](#) to match the IDPH Death file to provider enrollment information in MMIS.
 - a. Save the results as a .txt file and import into Excel
- 8) Combine the results from Steps 6 and 7 into one Excel file. Template: *MMIS Providers to IDPH DEX Death Files_YYYYMM_Details_Template.xlsx*
- 9) Save as *MMIS Providers to IDPH DEX Death Files_YYYYMM_Details.xlsx* in the DATA TEAM folder.
- 10) Save the data in the first tab only as a separate file named *MMIS Providers to IDPH DEX Death Files_YYYYMM.xlsx*
- 11) Send resulting report to the following recipients at Provider Enrollment and Iowa Medicaid Program Integrity via State email. Ensure the file is sent to only State email addresses as it contains PHI.
 - a. Iowa Medicaid PI Director
 - b. Iowa Medicaid PI Reporting & Oversight Officer
 - c. Iowa Medicaid Provider Enrollment Account Manager
 - d. Iowa Medicaid PI Exclusions & Sanctions
 - e. Iowa Medicaid PI Financial Analyst
 - f. [Iowa Medicaid PI Audits & Investigations](#)
 - g. Iowa Medicaid PI Data Analytics Manager
 - h. Iowa Medicaid PI Account Manager
 - i. [Iowa Medicaid Compliance and Program Integrity Contract Manager](#)
 - j. [Iowa Medicaid Provider Services Contract Manager](#)

Forms/Reports:

[\\dhsime\PI\DATA TEAM\DOD_Provider\DEX_n_IDPH_Match](#)

IME > PI > DATA TEAM > DOD_Provider > DEX_n_IDPH_Match

Interfaces:

DEX (via CMS Enterprise Portal): <https://portal.cms.gov/portal/>

Iowa Medicaid Data Warehouse

[\\exchangelka\IDPHDOD\](#)

[\\dhsime\PI\DATA TEAM\DOD_Provider\DEX_n_IDPH_Match](#)

[\\dhsime\PI\DATA TEAM\DOD_Provider\DEX_n_IDPH_Match\YYYY\YYYYMM](#)

IME > PI > DATA TEAM > DOD_Provider > DEX_n_IDPH_Match

IME > PI > DATA TEAM > DOD_Provider > DEX_n_IDPH_Match > YYYY > YYYYMM

SQL Code:

[\\dhsime\PI\DATA](#)

[TEAM\DOD_Provider\DEX_n_IDPH_Match\DeceasedProviders_DEXinput_Step1.sql](#)

[\\dhsime\PI\DATA](#)

[TEAM\DOD_Provider\DEX_n_IDPH_Match\DeceasedProviders_DEXtoMMIS_Match_Step2.s](#)

[ql](#)

[\\dhsime\PI\DATA](#)

[TEAM\DOD_Provider\DEX_n_IDPH_Match\DeceasedProviders_IDPHtoMMIS_Match_Step3.s](#)

[ql](#)

IME > PI > DATA TEAM > DOD_Provider > DEX_n_IDPH_Match >
DeceasedProviders_DEXinput_Step1

IME > PI > DATA TEAM > DOD_Provider > DEX_n_IDPH_Match >
DeceasedProviders_DEXtoMMIS_Match_Step2

IME > PI > DATA TEAM > DOD_Provider > DEX_n_IDPH_Match >
DeceasedProviders_IDPHtoMMIS_Match_Step3

Attachments:

N/A